



TSP - THRIFT SAVINGS PLAN WITHDRAWAL

As a separated participant, you can choose one or more TSP withdrawal options. You may request a one-time partial withdrawal of at least \$1,000 or more from your account, and leave the remaining balance in the TSP until a later date. When you are ready to withdraw your entire balance, you may receive a single payment, a series of monthly payments, and a TSP annuity. One or more of these options may be selected. If you elect a partial withdrawal, single payment or short-term monthly payments based on a dollar amount, you may transfer all or part of your payment(s) into an Individual Retirement Arrangement (IRA) or other eligible retirement plan. You may also leave your balance in the TSP and make a withdrawal decision later. The TSP does not require you begin a full withdrawal of your account until after you have separated and have attained age 70½.

The Thrift Savings Plan Service Office is your contact regarding your TSP account *after* you leave Federal Service. Their address is:

TSP Service Office, National Finance Center, PO Box 61500, New Orleans, LA 70161-1500
Telephone: (504) 255-6000 * TDD: (504) 255-5113 * TSP Web Site: <http://www.tsp.gov>

The TSP forms and publications needed to withdraw your account are found on the TSP Web site. If you use your TSP PIN, through the "Account Access" section of the TSP Web site, you may fill out your withdrawal form, print it, and in some instances, submit it online for processing and payment. If you cannot locate your TSP PIN, you may request the TSP generate and mail you a new PIN either by contacting the TSP Service Office or on the TSP Web site under the "Account Access" section. You may also print the withdrawal forms from the TSP Web site and mail them to the TSP Service Office (address above) for processing and payment.

The following forms and booklets are available to withdraw your account, or obtain information about taxes and TSP annuities:

- TSPBK02, Withdrawing Your TSP Account After Leaving Federal Service
- TSP-536, Important Tax Information About Payments From Your TSP Account
- Form TSP-77, Partial Withdrawal Request
- Form TSP-70, Full Withdrawal Request
- Form TSP-16, Exception to Spousal Requirements (if applicable)
- TSPBK05, TSP Annuities

To keep your account information up to date:

- TSP-3, Designation of Beneficiary
- TSP-9, Change of Address for Separated Participants (*You may also contact the TSP to update your address*)

If you choose to leave your balance in the TSP, it will continue to accrue earnings based on the funds your balance is invested in. You may continue to make interfund transfers to move the balance around among the funds. This may be completed on the TSP Web site under the "Account Access" section or you may contact the TSP Service Office to make your request. Until you request a full withdrawal with Form TSP-70, you may transfer in money from other eligible retirement plans or traditional IRAs with Form TSP-60, Request for a Transfer into the TSP.

All of the above products are available on the TSP web site under the heading "Civilian", then "Forms and Publications". However, if you would like to fill out your forms online, you must do so under the "Account Access" section of the web site.

If you cannot obtain the above information via the TSP web site and would like to receive a package by mail, **please send your name and address to: (specify operations center address to include ATTN name, room number, TSP Package) AND/OR please call (provide contact name phone number). Please try to keep this as a one-sided document.**

April 7, 2004

MEMORANDUM FOR SEE DISTRIBUTION

The Federal Retirement Thrift Investment Board has changed the requirements concerning the information that must be issued to separating employees. Previously, personnel offices (Civilian Personnel Operations Centers (CPOCs)) were required to send hard copy TSP withdrawal packages to all separating employees with TSP accounts. Effective immediately, a one-page sheet will fulfill the new requirements of (1) directing employees to the TSP web site to obtain materials and (2) offering those without web access the option to receive a hard copy package upon request.

In coordination with the Department of Army, the Thrift Board has approved the attached "TSP Withdrawal Sheet" for this purpose. This sheet does not contain information that is likely to become dated; however, the Civilian Human Resources Agency (CHRA) will make an annual review. Other than adding the contact information as explained below, the contents should *not* be edited.

New Process: Effective immediately –

- CPOCs are no longer required to send TSP withdrawal packages to recent retirees. ABC-C is now sending the TSP withdrawal sheet to those retiring and will issue a hard copy package to those individuals upon request.
- CPOCs must send the TSP withdrawal sheet to separating employees in lieu of the complete withdrawal package.
- CPOCs and the ABC-C must, however, be certain that each TSP withdrawal sheet contains the contact information (phone or mail-see enclosure) necessary for individuals to request a hard copy package by mail. Upon request, respectively, CPOCs and the ABC-C must promptly send the separated employee a TSP withdrawal package containing the current revision of the booklets/forms.